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| Bulletin Number | 34232BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Auditor-Controller |
| Position Title | DIVISION CHIEF, A-C - PROPERTY TAX DIVISION |
| Additional Title | Property Tax Division Chief |
| Exam Number | S0723PT |
| Filing Type | Open Continuous |
| Filing Start Date | 05/06/2014 |
| Salary Type | Monthly |
| Salary Minimum | \$9,776.35 |
| Salary Maximum | \$14,797.30 |
| Special Salary Information | Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations. |
| Benefits Information | Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules |
| Position/Program Information | <p>This position has immediate charge of the Property Tax Division of the Department of Auditor-Controller.</p> <p>This position reports to an Assistant Auditor-Controller and manages a division that performs mandated property tax functions for the County of Los Angeles. The Property Tax Division ensures that property owners in Los Angeles County receive an accurate, timely, and understandable property tax bill or refund(s), and all local agencies receive an accurate and timely apportionment of collections and distribution of property tax revenue.</p> <p>The position requires the application of a broad knowledge of management principles, practices, and methods; departmental policies, procedures, and operations; and the application of knowledge specific to the legislative and accounting requirements associated with property taxes. The Division performs functions such as combining the Assessor local roll with the State assessed roll, applying the tax rates to the assessed value and calculating total property taxes due for the County property tax rolls, determining property tax allocations for over 2,300 local County agencies, distributing and accounting for all property tax revenue, issuing refunds to taxpayers for reductions in assessed value, and fulfilling auditor-controller responsibilities associated with redevelopment dissolution.</p> |
| Essential Job Functions | <p>Manages the Division by communicating, empowering, mentoring, thinking strategically, and encouraging divisional staff to promote the Department's mission, vision, values, and strategic goals; as well as by planning, organizing, coordinating, and enhancing the implementation of the Division's work activities to ensure that quality customer services and products are delivered timely, accurately, efficiently, and effectively.</p> <p>Establishes measurable Divisional goals and objectives that align with County/departmental strategic goals and professional guidelines.</p> <p>Plans and maintains an effective work flow by coordinating functions and</p> |

tasks via subordinate managers and relevant internal and external stakeholders (e.g., other departments involved in property tax administration, California Dept. of Finance, as well as city, special district, and redevelopment successor agency finance officials); evaluating workload; determining priorities; and evaluating and implementing new technological enhancements.

Directs the evaluation of the Division's operations to recommend and implement revised work methods that improve quality service delivery, efficiency, and increase productivity.

Develops and monitors the Division's operating budget by assessing budgetary data, evaluating divisional needs, preparing budget and potential alternative solutions, reviewing budget reports, overseeing staff allocation, monitoring contracts, and monitoring services and supplies expenditures to ensure efficient and effective budget administration in accordance with County Code and County Fiscal Manual governing budget administration and internal controls. Maintains awareness of laws and policies which govern the recovery of property tax costs (i.e., Division revenues).

Performs a full range of supervisory activities, which includes directing and delegating tasks to subordinate managers and supervisors; monitoring, reviewing, and evaluating staff activities; motivating staff; and being involved in the recruitment and performance management process.

Directs studies related to a function, program, or service (e.g., customer service monitoring; determining impacts of new legislation on workload and staffing levels; evaluating property tax system enhancements; policy and procedure reviews; and organizational structure assessments) in order to develop, recommend, or implement an effective operational, fiscal, or policy change. Directs highly complex or sensitive projects or assignments by utilizing project management tools; following policies, procedures, and professional guidelines; and directing resources.

Prepares, reviews, and evaluates documents and data (e.g., correspondence, Board letters/memos, financial reports, executive summaries, legislative analysis) by using appropriate applications (e.g., spreadsheet applications and County systems such as eCAPS and the Property Tax Portal) and applicable guidelines (e.g., State Controller Property Tax Manual).

Builds and maintains partnerships with internal and external stakeholders (e.g., Board of Supervisors, Chief Executive Office, County departments with property tax responsibilities, taxpayers/citizens, California Dept. of Finance, California State Controller's Office, special districts, cities, redevelopment successor agencies).

Advises executive management, subordinate managers, and County line department staff about matters related to the Division's function, programs, or services (e.g., policy and procedures, customer service, controls, new property tax legislation, court decisions impacting property taxes).

Represents the Department at external functions or events (e.g., meetings, committees, conferences, and public hearings).

Facilitates a safe work environment and efficient use of space by directing and monitoring compliance with facility and risk management programs

and divisional operations.

Enhances knowledge and skills by attending training classes, related conferences, and other educational opportunities.

Requirements

SELECTION REQUIREMENTS

A Bachelor's degree from an accredited* college or university in Accounting, Business Administration, Management, Public Administration, or a related field - AND - Two (2) years of experience in a management capacity overseeing the full-range of property tax functions, including property tax revenue apportionment, roll change, refunds and revenue distribution in a county jurisdiction.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

Ability to interpret, analyze, and apply California Revenue and Taxation Code, the Health and Safety Code, and the Government Code, as applicable, to ensure the Division is in compliance with relevant laws and regulations.

Possession of a valid Certified Public Accountant license issued by the state of California

Knowledge and ability to manage the following functions:

- Preparation of major property tax reports required by the State Controller, State Board of Equalization, and California Department of Finance
- Annual calculation of debt service tax rates, special override tax rates, and the annual tax levy and tax allocation process
- Preparation and review of secured, unsecured, and prior year property taxes
- Semi-annual distribution of property taxes in accordance with redevelopment dissolution statutes and all associated responsibilities

Demonstrated strong management and administrative leadership skills, including the ability to facilitate the establishment of priorities, provide direction, and build an effective staff.

Special Requirement Information

In order to verify any type of college degree, such as Bachelor or Master degree, or completion of a certificate program, **you MUST include** a legible **photocopy** of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application or during the examination process.

Accreditation Information

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation

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| | agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u> . |
| Examination Content | <p>This examination will consist of an interview weighted at 100%</p> <p>The interview will assess: Flexibility; Resilience; Continual Learning; Integrity/Honesty; Oral Communication; Interpersonal Skills; Creativity/Innovation; Vision; External Awareness; Strategic Thinking; Diversity Awareness; Conflict Management; Team Building; Service Motivation; Decisiveness; Balancing Customer Needs; Technical Credibility; Problem Solving; Accountability; Human Resources Management; Financial Management; Technology Management; Influencing/Negotiating; Partnering/Collaborating; Political Savvy; Ability to perform, interpret, and evaluate mathematical calculations; Ability to effectively manage projects; and Ability to effectively and efficiently manage time.</p> <p>Candidates must achieve a passing score of 70% on the interview in order to be placed on the eligible register.</p> |
| Special Information | Background Checks: Successful applicants will be required to complete a thorough background investigation, including a fingerprint search prior to appointment. An example of disqualifying factors is any felony conviction or conviction of a misdemeanor involving moral turpitude and job related misdemeanor convictions. |
| Vacancy Information | The resulting eligible register for this examination will be used to fill an immediate vacancy in the Department of Auditor-Controller's Property Tax Division. |
| Eligibility Information | <p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete for this examination more than once every twelve (12) months.</p> |
| Available Shift | Day |
| Application and Filing Information | <p><u>INSTRUCTIONS FOR ONLINE FILING</u></p> <p>APPLICATIONS MUST BE FILED ONLINE ONLY. Click on the link above or below this bulletin that reads, "Apply to Job" so that you can apply online, track the status of your application, and get notified of your progress by email.</p> <p>We must receive your application by 5:00 p.m. PST, on the last day of filing. Fill out your online application completely and correctly. Provide any relevant education, training, and experience so that we can evaluate your qualifications for the job. You must upload any supporting documents during the application submission process or during the examination process. If you are unable to attach required documents, you may fax them to (213) 947-4848. Please include your name, exam number and exam title on all faxed and emailed documents. As we may send correspondence via email, please ensure your email address is current and correct.</p> <p>The acceptance of your application will depend on whether you have <u>clearly shown</u> that you meet the Selection Requirements for this position. Please fill out your online application completely and correctly so that you will receive full credit for your related education and experience. In the section provided <u>for education</u>, include the names and addresses of schools attended, titles of courses completed, and dates completed. <u>For each job held</u>, give the name and address of your employer, your job title, beginning and ending dates, the number of hours</p> |

worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

Although resumes are accepted, they are considered a supplement to the application. Failure to provide complete information on your application and failure to attach supporting documentation may impact assessment of your qualifications and acceptance into the examination process.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

For additional information, please contact the exams analyst, Daniel Ramirez at (213) 974-1278.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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| Department Contact Name | Aaron Sim |
| Department Contact Phone | (213) 974-8512 |
| Department Contact Email | asim@auditor.lacounty.gov |
| ADA Coordinator Phone | (213) 974-8513 |
| California Relay Services Phone | NONE |
| Job Field | Administration Executive Finance and Accounting |
| Job Type | Professional |

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